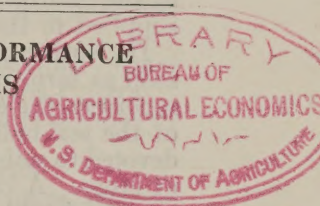


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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
NORTH CENTRAL DIVISION

INSTRUCTIONS FOR DETERMINING PERFORMANCE  
UNDER THE 1941 FARM PROGRAMS  
NORTH CENTRAL REGION



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**Part I. INSTRUCTIONS TO STATE AND COUNTY COMMITTEES**

The State committee shall be responsible for the determination of performance in the State and the county committee shall be responsible for the determination of performance in the county.

**A. Selection and qualifications of farm reporters.**—Farm reporters shall be selected by the county committee. Persons selected should, during the time performance is being determined, devote the major part of their time to this work. In the selection of farm reporters, preference shall be given to community committeemen and to persons who have done satisfactory work as farm reporters under programs in previous years provided they are participating in the 1941 Agricultural Conservation Program. Other persons may be selected as farm reporters provided they live on and assist in the operation of farms which are participating in the 1941 Agricultural Conservation Program in the county in which such persons will serve as farm reporters.

**B. Training and supervising farm reporters.**—Farm reporters shall be trained by members of the county committee or other qualified persons who are designated by the county committee and approved by the State committee or its representative. This training shall relate principally to the classification of crops, land uses, and soil-building practices which are common in the county. The county committee shall spend as much time as possible in the field assisting and supervising farm reporters, and, when it is believed necessary in the case of any farm reporter, visit one or more of the farms which he has inspected and review his crop descriptions and field measurements.

**C. Farm reporter's daily report, Form NCR-County No. 6.**—The county committee may require farm reporters to prepare this form each day. In case these forms are used, they shall be signed by the chairman or the secretary of the county committee before being supplied to the farm reporter.

**D. Notice of planted acreages and soil-building practices.**—As soon as farm reports have been returned to the county office by farm reporters, the county committee shall notify producers of the amount of the soil-building allowance which has been earned, the acreages devoted to soil-depleting crops and, wherever practicable, the division of crops. A card or letter shall serve for this purpose and in addition it should inform the producer that if he does not agree with the acreages, the amount of the allowance computed for the farm, or the division of crops he should notify the county committee of his disagreement within 10 days.

**E. Estimating acreages.**—If measured acreages are not available, the county committee with the approval of the State committee may permit farm reporters to estimate field acreages on farms having a total soil-depleting allotment of 20 acres or less. However, in cases where it appears that estimating soil-depleting acreages may affect the amount of the payment which would otherwise be made for the farm, correct acreages shall be determined by making measurements. All fields of cotton and Burley tobacco or any other crop affected by marketing quotas shall be measured.

**F. Forms to be furnished farm reporters.**—The following forms shall be furnished the farm reporter for use in determining performance:

1. Farm reports which have been prepared in the county office. The term "farm report" as used in these instructions means Form NCR-517a in Nebraska and South Dakota, and Form NCR-517 in all other States.

2. Aerial cut-outs for all farms for which a farm report is assigned. Where aerial cut-outs are not used, enlargements or a map of the farm shall be used. The term "cut-out" as used in these instructions shall include the term "enlargement" and "map of farm".

3. A supply of Forms SB-502 for use in connection with the 1941 Sugar Beet Program.

4. A supply of farm reporter's daily report forms.

5. A supply of forms for use in connection with other programs for which it may be necessary to interview the producer at the time performance is determined.

**G. Farms to be visited.**—Farm reporters shall visit in each county in connection with farm programs the following farms:

- A. The 1941 Agricultural Conservation Program:

1. All farms for which an NCR-503 has been signed.

2. All farms in which a person has an interest if such person has an interest in a farm for which an NCR-503 has been signed.

- B. The 1941 Parity Payment Program:

1. All farms which have corn, wheat, dark air-cured tobacco, or cotton allotments, and for which an NCR-503 has been signed.

2. All farms for which an NCR-503W has been signed.

3. All farms in which a person has an interest if such person has an interest in a farm for which inspection has been requested in connection with the 1941 Parity Payment Program.

- C. The 1941 Sugar Beet Program:

1. All farming units on which a sugar beet acreage allotment has been established.

- D. Marketing Quotas:

1. All farms which are subject to marketing quotas.

- E. The Crop Insurance Program:

1. All farms insured under the 1941 Federal Crop Insurance Program.

**Part II. PREPARATION OF THE FARM REPORT****A. Entries to be made in the county office before farms are visited.**

Clerical assistants in the county office shall prepare farm reports for all farms to be visited by making entries in **red** in the sections indicated below before farm reporters visit farms.

**Small farms under conservation materials program.**—Enter across the top of the farm report the words "Small Farms Program" if the farm is participating in such program under the provisions of NCR-570.

**Upper right-hand corner.**—Make the necessary entries.

**Section I.**—Enter in columns (b), (c), and (d) the name, relation to the farm, and address of each person sharing in the crops, contributing to soil-building practices, or having an interest in the restoration land, if such information is available in the county office.

**Section II.**—Enter in item 1 the location of the farm. However, if this information appears on the aerial cut-out folder, it may be omitted from the farm report. Enter in item 2 the total acreage in the farm and, if necessary for adequate identification, the legal description.

**Section III.**—Enter in columns (b), (c), and (d) the appropriate entries for wheat if the wheat acreage has been determined. The acreage planted to wheat will be obtained from the report used for recording the 1941 wheat acreage. Enter in column (c) the noncrop open pasture land which will be obtained from NCR-509, column (7). If no entry appears on NCR-509 for noncrop open pasture land, make no entry in column (c). Enter the soil-building allowance in column (e) if an NCR-503 was signed for the farm.

**Section IV.**—Enter in item 11, column (h), the acreage of cropland on the farm which appears in column (6) of NCR-509. Enter in column (i) the State-committee-approved 1941 acreage allotments which will be obtained from NCR-509 for all crops except sugar beets. The sugar-beet allotment shall be obtained from S. B.-517. Enter in column (i), on the appropriate line, letters "NF," if the farm is a new wheat, cotton, or tobacco farm. Enter in column (j) the State-committee-approved 1941 productivity or yield which will be obtained from NCR-509.

**Section V.**—Enter in items 1 and 2 "yes" or "no" to indicate whether an NCR-503 or NCR-503W has been signed for the farm. No entry need be made in item 2 if the entry for item 1 is "yes."

**B. Entries to be made on farm reports and cut-outs by farm reporters.**

The farm reporter shall make entries on the farm report in **black** for the first determination of performance and in a color other than **red** or **black** for any additional determination of performance. Also, he shall verify and make any necessary corrections of entries made in the county office on farm reports and cut-out folders, except that he shall **not** change acreage entries appearing on cut-out folders. In making such corrections he shall line out the original entry, enter the correct entry above or beside the original entry, and initial the correction.

**Entries to be made on cut-outs.**—At the time fields are inspected, the farm reporter shall assign field letters to any fields for which a field letter does not appear on the cut-out. Noncrop open pasture shall be identified with the letter "Y," and farmsteads, roads, lanes, wasteland, etc., with the letter "X." The farm reporter shall indicate on

the cut-out the 1941 field boundaries. If the boundary line of a field is not clearly defined on the cut-out, it shall be determined by inspection and clearly indicated. The farm reporter shall make such changes on the cut-out as are necessary to insure that all fields shown on the cut-out represent the field boundaries for 1941. The farm reporter shall indicate changes so that they can be readily distinguished from other entries on the cut-out. If acreages are not shown on the cut-out for any soil-depleting field, and if measurements are necessary for computing such acreages, the farm reporter shall make and record measurements on the cut-out or the folder. The farm reporter shall not compute acreages from his measurements.

**What to consider as a field.**—(1) A tract of land devoted to a crop other than a general crop, to a land use, or to a soil-building practice which is different from the crop, land use or soil-building practice on contiguous land within the same permanent boundaries shall be considered as a field. Thus, if oats are planted on a 40-acre tract within the same boundaries, and 25 acres of such tract are harvested for grain, and 15 acres are pastured so that the oats do not mature as grain and are not cut for hay, such tract shall be considered as two fields.

(2) A tract of land with respect to which the division of the crop or the contribution to any soil-building practice is different from that of contiguous land within the same boundaries. For example, if barley is harvested for grain on a 50-acre tract, and if the barley crop on 30 acres of such tract is divided between the owner and the tenant on a 50-50 basis, and if on the remaining 20 acres all of the crop goes to the owner, the two such acreages of barley shall be considered as separate fields.

(3) A tract of land devoted to the production of one crop, one land use, or one soil-building practice, shall be regarded as two fields if it is divided by a lane, fence, or other permanent boundary.

(4) A tract of land which is devoted at the same time in 1941 to two or more soil-depleting crops planted in alternate rows, hills, or separate rows, will be regarded as one field but shall be divided among the crops on the basis of that fractional part of the land devoted to each crop.

(5) A tract of land which is devoted at the same time in 1941 to a soil-depleting crop and a nondepleting crop which are grown in alternate or separate rows and spaced not less than the distance which rows of soil-depleting crops are ordinarily spaced, will be regarded as one field and shall be divided among the crops on the basis of that fractional part of the land devoted to each crop.

**Section I.**—Make no entries in column (a). Enter in columns (b), (c), and (d), the name, relation to the farm, and address of each person sharing in the crops, contributing to the soil-building practices, or having an interest in the restoration land, if such entries were not made in the county office. Enter in column (e) the number of other farms located in this county (excluding the farm being inspected) with respect to which each person is entitled to receive all or a share of the crops, contributes to the soil-building practices, or has an interest in the restoration land. Enter in column (f) the farm number or the name of the owner or operator for each of the farms indicated in column (e). In case there is not sufficient space to enter the information required in columns (e) and (f) for multiple land-

lords, no entries need be made, and the person having an interest in such farms shall be required to furnish a separate list indicating the names of the owners and operators, and the location of the farms. Make no entries in columns (g) and (h).

**Section II.**—If entries have been made in this section, the farm reporter shall verify such entries and make any necessary corrections.

**Section III.**—The farm reporter shall inspect each field on the farm and insofar as practicable, enter all the information pertaining to a field at the time of inspection. More than one line for the description of a single field should not be used merely because such field is devoted to more than one crop, land use, or soil-building practice. However, if, with respect to a single field, a crop or the contribution of labor and material to a soil-building practice is divided in a different proportion from any other crop, or any other contribution to a soil-building practice on the field, the description for such crop or soil-building practice shall be entered on a separate line.

Column (a).—Make no entries in column (a).

Column (b).—Enter the 1941 field letters assigned to the fields in the farm. The letter for each field shall be repeated on separate lines in this column as many times as crop uses or soil-building practices are entered on separate lines in columns (d) and (e) for the field.

Column (c).—Transfer from the cut-out to column (c) the acreages of all fields which are identical in 1941 with the fields shown on the cut-out. The farm reporter shall estimate, with the assistance of the farmer, the acreages of "X" land, and all nondepleting fields which are not identical with fields shown on the cut-out and enter such estimated acreages in column (c).

If no entry appears for noncrop open pasture land in column (c) the farm reporter shall estimate the acreage of such land and enter his estimate in column (c). If there is an entry for noncrop open pasture land in column (c) and the farm reporter or the operator believes that there is an appreciable error in such entry, the farm reporter and the operator should agree upon an estimate of such acreage and enter the estimate in column (c).

The acreage for a field shall be entered only once in column (c) and shall be entered on the line where the field letter first appears. The farm reporter shall check each field on the cut-out for which no acreage has been entered in this column, in order to be certain that he has made all measurements which are necessary to compute acreages for such fields in the county office.

Column (d).—Enter in column (d) the name of the crop or the land use, followed by the disposition made of the crop or a description of the use made of the land.

In the States of Indiana, Iowa, Minnesota, Missouri, Ohio, Nebraska, and Wisconsin, if an acreage of land is devoted to a mixture containing wheat and flax, or to any other small grain mixture containing wheat, the farm reporter shall enter the proportion of each grain in the mixture which matured or may reasonably be expected to mature.

If a field is planted to two or more crops for harvest in 1941 enter the name of each crop and indicate the disposition made, or to be made of each crop.

If two or more crops are grown on a field at the same time in alternate or separate rows, the farm reporter shall enter the name of

each crop and the fractional part of the field devoted to each crop. Also he shall indicate that such crops are interplanted.

Column (e).—Enter a complete description of each soil-building practice carried out.

Written evidence substantiating soil-building practices may consist of certificates of origin, certificates by threshers or combine operators, or purchase receipts, and where required, shall be attached to the farm report. Such evidence shall be required in the following cases:

(1) If at the time of determining performance there is not a good stand of legumes or grasses, and the farm reporter is not convinced that a sufficient quantity of seed was properly seeded.

(2) If the seedings are of red clover or alfalfa, or mixtures containing red clover or alfalfa, and the farm reporter is not convinced that the seed used was of approved origin.

(3) If at the time of determining performance other soil-building practices are not evident by visual inspection, and the farm reporter is not convinced that they have been carried out.

The farm reporter shall ascertain whether any portion of the labor, seed, trees, and materials used for any soil-building practice was furnished free by any Federal or State agency, and indicate on the appropriate line in column (e) the percentage so furnished.

Columns (f) and (g).—Make no entries in these columns.

Column (h).—Enter in the space at the top of a sub-column in column (h) the initials of each person who shares in the crops, or contributes to a soil-building practice on the farm in 1941. Enter in the appropriate column the percentage share which each person has in the crop, or the percentage of labor and material contributed to the soil-building practice. In determining percentage shares of a soil-building practice, where two or more persons contributed to the carrying out of such practice, each person contributing to the practice shall be deemed to have contributed equally, unless the persons establish to the satisfaction of the county committee that their contributions are not in equal proportion.

**Sections IV, V, and VI.**—Make no entries in these sections.

**Section VII.**—The farm reporter shall obtain the signature of the owner or operator, and wherever practicable, the signatures of all persons eligible to share in the payments. The farm reporter shall review the entries in sections I to III, inclusive, with any person who signs the farm report, to make certain that such person is satisfied that the entries are correct. The date shall be entered for each signature in the space provided.

It shall be pointed out by the farm reporter to any person signing the farm report that only one determination of performance will be made in 1941, unless additional soil-building practices are carried out or changes in land uses are made which will affect the extent of performance. Such persons should immediately notify the county committee in writing of any changes so that a further determination of performance may be made.

Enter the dates of inspection and sign in the spaces provided.

**Section VIII.**—The farm reporter shall use this section to enter any necessary remarks pertaining to the performance on the farm. In addition, the following specific information shall be entered in this section.

If in the opinion of the farm reporter certain fields of the farm should be reinspected either because additional soil-building prac-

tices will be carried out, or because changes will be made in crop or land uses which will affect the performance under the 1941 programs, he shall enter on the first line the field letter of any such field and the reasons for reinspection. If a second inspection will not be required the farm reporter shall enter on the first line "No second inspection required."

If any of the soil-building practices entered in section III of the farm report were not carried out in a workmanlike manner, the farm reporter shall enter a complete statement explaining the methods used in performing the practices and reasons why the county committee should not consider such practices as having been carried out in a workmanlike manner.

If at the time the farm reporter visits the farm he finds that enough soil-building practices have been carried out to meet the soil-building goal and it is intended that additional practices will be performed at a later date, he shall enter the intended practices in section VIII.

The farm reporter shall determine whether any changes were made in the 1941 leasing agreement from that of 1940, or whether there was any reduction from the 1938-40 average number of share tenants or sharecroppers on the farm which would increase the proportion of the landlord's payment, or whether any scheme or device has been employed by any person the effect of which is to deprive another of a payment to which he normally would be entitled. Any such changes should be noted and fully explained.

If any crop for which payment will be computed is not grown on the farm in 1941, or if due to flood, hail, drought, insects or plant-bed disease the acreage of the crop is reduced sufficiently to affect materially the share of any person in the crop, the farm reporter shall list the field letter, the reason for failing to grow the crop, the name and acreage of the crop not grown, the acreage of crop failure, and the percentage division of the crop if it had been planted and harvested.

If a commercial-vegetable allotment was established for the farm, it shall be indicated whether an additional acreage would have been planted to commercial vegetables had it not been for flood or drought.

**Section IX.**—Entries for data pertaining to farms in the restoration-land area shall be made only for farms in those counties in Nebraska and South Dakota which are designated as being within the restoration-land area. For these items the farm reporter shall estimate acreages by using measurements made on adjoining cropland and by visual inspection.

**Additional determination of performance.**—The farm reporter shall make a second visit to farms which require further determination of performance because additional soil-building practices have been carried out or because changes in land uses have been made which will affect the performance under the 1941 programs. At the time of the second inspection, entries shall be made in a different color from that used for the first inspection.

### **C. Entries to be made on farm reports and cut-outs in the county office after farms are visited.**

**Review of the farm report and cut-out.**—After the farm report and cut-out are returned to the county office, all entries shall be

checked for completeness and accuracy. Entries which are not clear and complete, shall be indicated on a check sheet to inform the farm reporter what additional or corrected information is needed. The farm report, cut-out, and the check sheet shall then be returned to the farm reporter with sufficient instruction to enable him to explain, complete, or correct entries in doubt. In making corrections a line shall be drawn through the original entry, and the corrected entry shall be initialed by the person making the change.

**Instructions relating to the use of aerial measurements.**—In determining field acreages in 1941, the acreages of permanently bounded fields shown on the cut-outs which were used in connection with NCR-503 shall be used. Acreages of split fields and fields measured for the first time in 1941 shall be computed from the farm reporter's measurements. If the split field is very small or a narrow strip on the side of a long field, the acreage may be computed mathematically. On fields other than small or narrow fields, the farm reporter's measurements shall be scaled in on the enlargements and planimetered or computed. When scaling in split field boundaries very narrow lines should be used to insure accurate planimetry. If a field is divided into two parts, one part should be planimetered or computed and the acreage subtracted from the original acreage to obtain the acreage of the remaining part.

In cases where the planimeter is to be used fields should be planimetered three times, and the readings recorded one above the other in the order taken to permit subtraction of the first reading from the second, the second reading from the third, etc. If the results of the three subtractions do not vary more than three-tenths (0.3) of an acre use the average of the results. If the difference shown by any one of the subtractions is greater than three-tenths (0.3) from that of any other, the field should be replanimetered until the results of three consecutive subtractions show three-tenths (0.3) or less. The field letter for each field to be planimetered, together with the planimeter readings and computations, shall be entered on the reverse side of the farm report or on a suitable form attached to the farm report.

**Section I.**—Make no entries in column (a) at this time.

**Section III.**—The acreages for all fields which were measured in 1941 shall be computed and entered in column (c) and the total entered in the space provided. The total of column (c) should be approximately the same as the total acreage of the farm shown in section II, item (2).

The practice numbers to be entered in column (f) shall be the soil-building practice numbers set forth in individual State dockets.

The entry in column (g) shall be the number of practice units earned for each practice. Equivalents of practices shall be converted into the basic unit in which the practice is expressed. For example, 2 cubic yards of marl would be entered as one unit in column (g) because 2 cubic yards of marl are regarded as the equivalent of 1 ton of ground limestone. In the case of dams for erosion control 550 feet of treated lumber would be entered in column (g) as 5.5 units.

If any Federal or State agency has contributed one-half or more of the total cost of carrying out any soil-building practice on the farm, enter "0" in columns (f) and (g) for these practices. If any Federal or State agency has contributed to the carrying out of any

practice on the farm and the contribution is less than one-half of the total cost of carrying out such practice, one-half of the extent of such practice shall be entered in column (g). The term "State agency" as used here does not mean a State agency that operates the farm or share-rents the farm to another person and contributes to the carrying out of soil-building practices on the farm.

**Section IV.**—The term "special crop," as used in these instructions, means any of the following:

- (1) Cotton.
- (2) Sugar beets.
- (3) Tobacco.
- (4) Wheat, if the farm is a wheat-allotment farm; or if the farm is a nonwheat-allotment farm and more than 10 acres is classified as wheat.
- (5) Corn, if the farm is a corn-allotment farm; or if the farm is a noncorn-allotment farm in the commercial-corn area, and more than 10 acres is classified as corn.
- (6) Commercial vegetables, if a commercial-vegetable allotment is established for the farm; or if the farm is in the commercial-vegetable area and more than 3 acres are classified as commercial vegetables.
- (7) Potatoes, if a potato acreage allotment is established for the farm; or if the farm is in the commercial-potato area and more than 3 acres of potatoes are planted on the farm.

The term "general crop", as used in these instructions, means any acreage of soil-depleting crops which is not classified as devoted to a "special crop." Corn on a noncorn-allotment farm, wheat on a nonwheat-allotment farm, potatoes on a farm in the commercial-potato area for which a potato allotment has not been established, and commercial vegetables including the harvested acreage of perennial vegetables on a farm in the commercial-vegetable area for which a commercial-vegetable allotment has not been established, are considered as corn, wheat, potatoes, and commercial vegetables, respectively, for the purpose of dividing any net deductions for such crops, and are also considered as general crops for the purpose of dividing the net payment or net deductions for general crops.

Acreages of corn, wheat, potatoes, and commercial vegetables (including harvested perennial vegetables) shall be entered in section IV on lines 1, 2, 4, and 5, respectively, even though such crops are classified as "general crops." If the farm is located in the commercial-vegetable area, any acreage planted to potatoes will be entered on line 4, even though such acreage is classified as commercial vegetables.

Enter on line 1 the acreage of corn used for silage and circle such entry.

The word "idle" shall be written in section IV for any farm which was idle in 1941. The county committee shall determine whether a farm should be regarded as idle in 1941 in accordance with the provisions of NCR-501 and any other conditions specified by the State committee.

Only the acreages of fields which are classified as soil-depleting, and commercial orchards shall be entered in section IV. In order to determine what acreages are classified as soil-depleting section 12 of NCR-501 must be followed. For each crop or land use listed in column (a) enter on the same line in columns (b) to (g), inclusive, the acreages of the fields devoted to such crop or land use. Such acreages shall be obtained from section III, column (c).

Enter in line 3 of column (a) the type of tobacco planted on the farm. If two types of tobacco were planted on the farm and no entries will be made for one of the other crops, strike out the name of the crop in column (a) and enter on such line in column (a) the word "tobacco" and the type of tobacco.

Fields which have been double-cropped and fields which are devoted to crops which are planted with the approval of the county committee to replace crops destroyed on other fields by flood, insects, or other uncontrollable causes, shall be treated as follows when making entries in section IV:

(1) If a field is planted to a general crop and such field is classified as devoted to a special crop, do not make any entry for such general crop.

(2) If a field is planted consecutively to two general soil-depleting crops, such field shall be classified as being devoted to the first planted general crop and no entry shall be made for the last planted crop.

(3) If a field is planted to the same special crop more than once in 1941, only one planting shall be considered in determining the acreage devoted to such special crop.

(4) If a field is classified as devoted to more than one special crop, enter the acreage of the first special crop in one of the columns (b) to (g) and the acreage of the second crop in column (a).

In cases where a crop which is classified on a planted basis is destroyed by flood, insects, or other uncontrollable causes and **the county committee approves the planting of the same crop or another crop on a different field to replace the destroyed crop, the second crop shall be considered as if it had been planted on the same field on which the first crop was planted** and the entries in such cases shall be made in accordance with paragraphs (1), (2), (3), and (4), above.

Enter in column (h) the total of all entries on the same line in columns (a) to (g), inclusive. Add the entries in items 1 to 8, inclusive, of column (h), and before entering the total on line 9, subtract the total of all entries in column (a).

If the county committee determines that the failure to plant 80 percent of the commercial vegetable allotment was due to flood or drought, enter "F" or "D" above the allotment on line 5, column (i).

If more than 10 acres are classified as wheat or corn (in the commercial-corn area) and no allotment for either crop has been established for the farm, enter the county yield for such crops.

If any acreage on a farm is classified as tobacco, and a tobacco yield for such type of tobacco has not been established for the farm, enter the county check yield for such type of tobacco on line 3, column (j).

If any acreage on a farm is classified as cotton, and a cotton yield has not been established for such farm, enter the normal yield determined for the purpose of marketing quotas on line 4, column (j).

If more than 3 acres are classified as potatoes on a farm in the commercial-potato area, and a potato yield has not been established, the county committee shall establish a potato yield for such farm. This yield shall be entered on line 4, column (j).

**Section V.**—In addition to this section the supplement to the farm report, NCR-517b, must also be prepared in some cases. The fact that the supplement to the farm report must be prepared for one special crop does not necessarily mean that it must be prepared for other special crops, general crops, or soil-building practices. Likewise, the fact that the supplement to the farm report must be prepared for general crops does not necessarily mean that it must be

prepared for special crops or soil-building practices. The supplement to the farm report must be prepared in the following cases:

(1) If there is more than one field of a special crop (exclusive of sugar beets) on a farm and the share of a person in one field of such special crop differs from the share of such person in another field of the same special crop, it will be necessary to prepare NCR-517b for such special crop for such farm.

(2) If there is more than one field of general crops on a farm, and the share of a person in one field of general crops differs from the share of such person in another field of general crops, it will be necessary to prepare NCR-517b for general crops for such farm.

(3) If more than one soil-building practice is carried out on a farm, and the share which a person contributed to the carrying out of one of such practices differs from the share which such person contributed to the carrying out of another of such practices, it will be necessary to prepare NCR-517b for all soil-building practices carried out on the farm. For the purpose of this item

(3) the carrying out of the same practice twice on the same field or the carrying out of the same practice on two different fields will be regarded as two different practices.

If two or more tracts have been combined as one farm, RF-16 must be prepared for the combined farm. NCR-517b must be prepared for each tract in the combination for which paragraphs (1) and (2) above are applicable. NCR-517b must be prepared for the combined farm if paragraph (3) above is applicable to the combined farm.

Enter in item 3, column (a), of section V, the name of the type of tobacco.

Enter on one of the lines not being used in column (a), section V, the words "Restoration Land" for farms having restoration land. In column (b) on the line used for restoration land, enter "100" under the initials of the person who was the owner or cash tenant as of June 30, 1941.

Enter in the spaces provided in the heading in column (b) the initials of each person sharing in the soil-depleting crops, exclusive of sugar beets, or contributing to the carrying out of soil-building practices.

Where it is not necessary to prepare the supplement to the farm report or RF-16, obtain the entries for column (b) from section III, column (h).

Where it is necessary to prepare a supplement to the farm report for any special crops, general crops, or soil-building practices, the entries for column (b) for such special crops, general crops, or soil-building practices will be obtained from the supplement to the farm report.

If a Form ACP-119, Number of Tenants and Sharecroppers and Proportionate Shares, has been prepared in accordance with instructions issued for the preparation of this form and it is found that the payments for the landlord or operator have been increased because of a change in the leasing agreement or a reduction of the number of tenants or sharecroppers, enter in column (b) under their respective initials the percentage share approved by the county committee for each person. Using a blank subcolumn in column (b) for each of the landlords and operators enter the word "withheld" in the heading of such column and on the appropriate lines of items (1) through (6) enter the amount by which the percentage share of such persons was reduced.

**Section X.**—Entries in section X shall be made only for farms in the restoration-land area.

Enter on line 1, column (a), the farm restoration land which shall be obtained from county office records. Enter on line 2, column (a), the total acreage in the farm which appears in item 2, section II.

Enter on line 1, column (c), the entry appearing in item 1, section IX.

Enter on line 2, column (b), the entry appearing in item 2, section IX. If the entry on line 2, column (b), is less than the entry on line 2, column (a), the difference between such entries shall be entered on line 2, column (c).

Enter on line 3, column (a), the total acreage of native sod or any other land on which a permanent vegetative growth has been established, broken out during the program year. This entry should include only that portion of the acreage shown in item 3 (a), section IX, which was broken out with the approval of the county committee.

Enter on line 3, column (b), the entry on item 3 (b), section IX. If the entry on line 3, column (b), is less than the entry on line 3, column (a), enter the difference between the two entries in column (c). However, if all or a portion of the acreage entered in item 3 (a) section IX, was broken without the approval of the county committee, such unapproved acreage shall be added to any entry for line 3, column (c). A notation shall be made that such unapproved acreage has been added to the entry for line 3, column (c).

Any entries appearing in column (c) of section X shall be the acreages subject to deduction.

### **Part III. PREPARATION OF THE SUPPLEMENT TO THE FARM REPORT, NCR-517b**

**When to prepare NCR-517b.**—This form shall be prepared only for the cases covered by the instructions pertaining to making entries in section V of the farm report.

**Entries for double-cropped fields.**—When making entries for a field on which more than one crop was planted, the acreage of each crop which would have classified the land as soil-depleting shall be entered. For example, if a field was planted to grain sorghum which failed and was replanted to millet which matured as grain, the acreage of both crops shall be entered on the supplement to the farm report since either of such crops would have classified the land as soil-depleting. If a field was planted to oats which failed and the field was replanted to millet which matured as grain, only the acreage of millet shall be entered on the supplement to the farm report since the oats would not have classified the land as soil depleting.

**Entries for upper right-hand corner.**—Make the necessary entries.

**Entries of initials.**—Enter in the blank spaces above the headings of columns (4) to (13), inclusive, the initials of each person who shares in the soil-depleting crops, other than sugar beets, or who contributed to the carrying out of soil-building practices.

**Entries for special crops.**—If there was any acreage of cotton, enter on the first line in column (2) the word "Cotton." Enter in column (1), on consecutive lines, the field letters of all fields of cotton. Enter in column (3) on the line on which the field letter is entered the acreage of cotton in such field. Enter in the "percentage column" below the initials of each person who shares in a field of cotton, on the line on which the field letter is entered, the percentage share of such person in such field. Obtain the percentage entry for each person from

section III, column (h) of the farm report. Make entries for other special crops which it is necessary to list in the same manner as for cotton. Leave two blank lines between the entries for each different crop.

**Entries for general crops.**—After entries have been made for all special crops, leave two blank lines and make entries for the general crops which it is necessary to list in the same manner as for cotton. Do not make any entries on the supplement to the farm report for sugar beets. Data for all fields of the same general crop shall be listed in consecutive order. Do not leave any blank lines between the different fields of general crops.

**Entries for soil-building practices.**—After entries for all special and general crops have been made, leave two blank lines and make any necessary entries for the soil-building practices. Before entries for soil-building practices are made it will be necessary to convert the units of the practices which appear in column (g), section III of the farm report to dollars. Enter in column (2) on consecutive lines the names and practice numbers of the practices carried out. Enter in column (1) the field letters. Enter in column (3) on the line on which the field letter is entered the amount earned in terms of dollars. Enter in the "percentage column" beneath the initials of each person who shares in a soil-building practice the percentage share of such person which appears in section III, column (h) of the farm report.

**Determination of percentages.**—After all necessary entries have been made multiply each entry in column (3) by the entry on the same line in each "percentage column." Enter the result of each of such multiplications in the "acreage or unit share column" to the right of the percentage used in the multiplication. For each special crop, for the general crops and for the soil-building practices, obtain the total of the entries in column (3) and the totals of the entries in the "acreage or unit share columns." Enter such totals in the respective columns in the first blank line beneath the entries from which such totals were derived, and enter the word "Total" in column (2) on the same line. Add the totals for the "acreage or unit share columns" for each special crop, for the general crops, and for the soil-building practices, and compare the sum of such totals with the corresponding totals of column (3). If, because of the rounding of fractions, the sum of the totals of the "acreage or unit share columns" for any special crop, for the general crops, or for the soil-building practices differs from the corresponding total in column (3), adjust the highest total in an "acreage or unit share column" in order that the sum of such totals equals the total in column (3). For each special crop, for the general crops, and for the soil-building practices, obtain entries for the "Total" line in the "percentage column" by dividing the total of each "acreage or unit share column" by the total on the same line in column (3). Enter the result of each of such divisions in the "percentage column" to the left of the total in the "acreage or unit share column" used in making such division. Add the entries in the "percentage column" on the "total" line for each special crop, for the general crops, and for the soil-building practices. If, because of the rounding of fractions, the sum of the entries in the "percentage columns" on the "Total" line for any special crop, for the general crops, or for the soil-building practices is not 100.0, adjust the highest of such entries in order that the sum of each entry is 100.0.

The total of column (3) for any special crop should equal the acreage classified as being devoted to such crop as reported in section IV, column (h), of the corresponding farm report.

**Certification.**—After all entries have been made on the supplement to the farm report, clerical assistants shall transfer to section V of the farm report, the percentage share for each person which appears on the "Total" line for special crops, general crops, and soil-building practices. After the supplement to the farm report has been completed, the clerical assistant who prepared the form shall sign in the lower right-hand corner and enter the date.

#### Part IV. PREPARATION AND USE OF RF-16, RECORD OF COMBINATION

**A. When to prepare RF-16.**—Form RF-16, revised as of February 1, 1941, will be used to record the combination of two or more tracts which the county committee has determined before the check of performance are operated as one farm for the purpose of the 1941 Farm Program. The form will be prepared in the county office from data on the listing sheet and on farm reports. When completed the form will show the allotments, yields, and other data for the combined farm and the percentage interest of each person having an interest in the allotment payments and deductions.

The division of the allotment payments and deductions to be shown on RF-16 will be determined in accordance with the instructions in section B of this part IV except in those cases where all persons having an interest in such payments and deductions agree upon a division of these payments and deductions and such division is approved by the county committee. In such cases, the percentages agreed upon shall be entered in lines 14, 20, and 27 of RF-16 and no entries shall be made in lines 12, 13, 18, 19, 25, and 26.

If the tracts included in the combination are located in two or more counties, RF-16 will be prepared in the county where the combined farm is regarded as located. Information with regard to the tracts included in the combination which are located in other counties shall be obtained from the county committees of such counties. Appropriate notation should be made on RF-16 to indicate the counties in which the individual tracts are located. If the tracts to be combined are located in different States, prior approval for the combination must be obtained from the State committees.

**B. Preparation of RF-16.**—1. Prepare RF 16 in duplicate (original and one copy) for each combination farm.

2. Make entries on RF-16 as follows:

a. Enter the State and county code and combined farm number on the first line in the upper right-hand corner. Combination farm numbers will consist of the letter "C" followed by the numbers assigned. The first set of Forms RF-16 for the county shall be numbered "C-1", the second shall be numbered "C-2", etc.

b. Enter the operator's name on the second line in the upper right-hand corner.

c. Enter the year of the current farm program in the space provided therefor below the title of the form.

d. Enter in the spaces above columns (b), (c), (d), (e), and (f) the names of the owners who have an interest in the crops grown on the tracts which are to be included in the combination. If a person is an owner-operator or cash tenant of a tract, his name will be entered above the farm number of the tract which he owns and operates or rents for cash. If a tract has an owner and operator and a field renter the column for such tract shall be divided

and the name of the owner shall be entered in the left half of the column and the name of the field renter shall be entered in the right half of the column. In such cases the data for lines 12, 13, 14, 18, 19, 20, 25, 26, and 27, for the owner and for the field renter shall be entered in the portion of the column in which such person's name appears, but the data for remaining lines of RF-16 shall be entered only once in such column for the entire tract.

e. Enter on line 1 the farm numbers of the individual tracts which are to be included in the combination.

f. Enter on line 2 the total farm land acreage for each tract and enter in column (g) the total farm land acreage for the combined farm.

g. Enter on line 3 the total cropland acreage for each tract and enter in column (g) the total cropland acreage for the combined farm.

h. Enter on line 4 the acreage of noncrop open pasture land for each tract and enter in column (g) the total acreage of noncrop open pasture land for the combined farm.

i. Enter on line 5 the total soil-depleting allotment for each tract and enter in column (g) the total soil-depleting allotment for the combined farm.

j. Enter on line 6 the acreage of commercial orchards for each tract and enter in column (g) the total acreage of commercial orchards for the combined farm.

k. Enter on line 7 the total acreage of restoration land for each tract and enter in column (g) the total acreage of restoration land for the combined farm.

l. Enter on line 9 in column (a) the name of a special acreage allotment; that is corn, wheat, cotton, etc., and in columns (b), (c), (d), (e), and (f), enter the acreage allotment for each tract. Add the acreage allotments for all tracts and enter the total in column (g).

m. Enter on line 10 the yield for each tract. Do not make an entry on line 10 in column (g) until the entry for line 11, column (g), has been obtained, and then obtain 10 (g) by dividing 11 (g) by 9 (g).

n. Obtain the entries for line 11, columns (b), (c), (d), (e), and (f), by multiplying the entries on line 9 by the corresponding entries on line 10. Obtain the entry for column (g) by adding the entries in columns (b), (c), (d), (e), and (f).

o. Enter on line 12 the owner's interest in the crop. If the owner or cash tenant of the tract is also the operator of the combined farm, enter a dash instead of a percentage entry for such owner-operator, since the percentage for the operator will be obtained by subtracting the sum of the percentages for the other owners from 100 percent. If there are both an owner and a field renter, enter each person's percentage. If the special crop on all fields in the tract is not divided in the same proportion, the percentage for the owner and for the field renter, if any, shall be obtained from the supplement to the farm report for the tract and shall be entered on line 12.

p. Obtain the entries for line 13 by multiplying the entries on line 11 by the corresponding entries on line 12.

q. Obtain the entries for line 14 by dividing the corresponding entries on line 13 by the entry in 11 (g). Enter in 14 (g) the sum of the percentages on line 14 in columns (b), (c), (d), (e), and (f). Obtain the operator's percentage in 14 (h) by subtracting from 100 percent the entry in 14 (g).

r. Make entries and computations on lines 15 through 20 in the same manner as those for lines 9 through 14. If there are more than two special allotments for the combination farm, use as many sets of RF-16 as are necessary.

s. Enter on line 21 the 1941 acreage of sugar beets on each tract and enter in column (g) the total 1941 acreage of sugar beets for the combined farm.

t. Obtain the entries for line 22 by subtracting from the corresponding entries on line 5 the sum of the corresponding entries on lines 9, 15, and 21. Enter in column (g) the sum of the entries in columns (b), (c), (d), (e), and (f).

u. Enter on line 23 the productivity index for each tract. Do not make an entry in column (g) until the entry has been obtained for 24 (g) and then obtain 23 (g) by dividing 24 (g) by 22 (g).

v. Obtain the entries for line 24 by multiplying the entries on line 22 by the corresponding entries on line 23. Enter in column (g) the sum of the entries in columns (b), (c), (d), (e), and (f).

w. Enter on line 25 the owner's interest in the general crops. If the owner or cash tenant of the tract is also the operator of the combined farm, enter a dash instead of the percentage entry for such owner-operator. If there are both an owner and a field renter, enter each person's percentage. If the general crops on all fields in the tract are not divided in the same proportion, the

percentage for the owner and for the field renter, if any, shall be obtained from the supplement to the farm report and shall be entered on line 25.

x. Obtain the entries on line 26 by multiplying the entries on line 24 by the corresponding entries on line 25.

y. Obtain the entries for line 27 by dividing the corresponding entries on line 26 by the entry in 24 (g). Enter in 27 (g) the sum of the entries on line 27 in columns (b), (c), (d), (e), and (f). Obtain the operator's percentage in 27 (h), by subtracting from 100 percent the entry in 27 (g).

3. If one or more new wheat tracts are to be combined with one or more old wheat tracts, or if one or more new tobacco tracts are to be combined with one or more old tobacco tracts, the allotments for the new tracts to be entered on line 9 or 15 will be the preliminary allotment determined for such tracts if the total acreage of the crop planted on the combined farm *equals or exceeds* the sum of the allotments originally established for all tracts in the combination. Otherwise, the allotment for the new tracts will be the acreage planted on the combined farm less the sum of the acreage allotments established for the old tracts in the combination. If there are more than one new tract in the combination, prorate the acreage allotment for new tracts in accordance with the size of the preliminary allotments for such tracts. For example, if two old wheat tracts and one new wheat tract are to be combined and an acreage allotment of 10 acres was established for each of such tracts and 27 acres of wheat were planted on the combined farm, the allotment for the new wheat tract to be entered on line 9 or 15 will be 7 acres. This allotment is determined by subtracting the sum of the allotments for the old wheat tracts (20 acres) from the planted acreage on the combined farm (27 acres). If in the above example there had been two new wheat tracts and one old wheat tract, the sum of the allotments for the two new wheat tracts would be 17 acres which when prorated on the basis of the preliminary allotments would be 8.5 acres for each new wheat tract.

4. After all entries and computations on RF-16 have been completed such forms shall be reviewed in the county office.

5. When RF-16 has been completely reviewed, enter on the listing sheet opposite the farm number for each tract, the combined farm number.

6. The NCR-525 for the combined farm will be prepared from the data on RF-16 and from the data on the farm reports.

7. In some instances, forms FCI-119-W, "Notice of Seeding," may be completed before forms RF-16 are executed by the county committee. It should be made certain that the county committee determination of a farm, where tracts of land are combined, is the same for crop insurance purposes as for agricultural conservation program purposes. In all instances in which such combinations are effected after the submission of forms FCI-119-W, "Notice of Seeding," to the State office and the acreage used for computation of premium is changed by reason of such combination, a revised form FCI-119-W shall be submitted in accordance with part G, Section XV of form FCI-111-W.

**C. Distribution of RF-16.**—Attach the set of RF-16 (original and copy) to the NCR-525 prepared for the combination farm when it is forwarded to the State office. The State office will staple the original of RF-16 to the State office copy of NCR-525 and will return the copy of RF-16 with the county office copy of NCR-525.